

Trinity County Superior Court is currently recruiting for the position of **Court Clerk I/II – “Extra Help”**. **This is a full-time (40 hours per week) “Extra Help” position.** **Qualified candidates will be placed on an eligibility list.**

The Ideal Candidate

The ideal candidate will have excellent interpersonal skills, self-motivation, and excellent verbal and written communication skills.

Knowledge of:

- English usage, spelling, grammar, and punctuation;
- Modern office methods, equipment and procedures;
- Policies, procedures and legal provisions pertaining to the work of the Court system;
- Various statutes relating to maintenance of court documents.
- Legal terminology; laws, codes, ordinances and procedures pertaining to clerking in the Superior Court.
- Organization, procedures and operating details of the Court Services Unit.

Ability to:

- Type at a rate of 45 words per minute;
- Perform routine clerical work including filing, typing and related tasks;
- Take notes of court proceedings with speed and accuracy;
- Establish and maintain effective working relationships with other officials, court employees, and the public;
- Operate a word processor and a computer terminal;
- Interpret and apply departmental policies, laws and rules;
- Communicate effectively, both orally and in writing;
- Maintain confidential information according to legal standards and/or court regulations;
- Understand the organization and operation of the Court system as necessary to assume assigned responsibilities.

Overview of the Position

To provide a wide variety of legal clerical duties as required in the Trinity Superior Court. The Court Clerk will be assigned to perform a wide variety of legal clerical duties in support of court operations. Initially, under close supervision, an incumbent in this class learns general office and specific court policies and procedures.

Qualifications

Court Services Clerk I: Graduation from high school and two years of responsible clerical work which must have involved filing, indexing and processing of legal documents, or any combination of training and experience that provides the desired knowledge and abilities.

Court Services Clerk II: The above, plus one year at a level equivalent to the class of a Court Services Clerk I; or three years of responsible clerical or administrative experience with court action or legal procedures.

Special Requirements

- A California Class C Driver License with an acceptable driving record.
- A background check may be performed and the final candidate will be required to be fingerprinted.
- Ability to lift 25 pounds.
- All Court employees must take the Oath of Allegiance.

Example of Duties

- Attend all sessions of the Superior Court and take minutes of court actions and procedures; receive, mark and store exhibits presented at trial.
- Record judgments, decrees and orders; transcribe notes and prepare minutes of court proceedings.
- Impanel juries; administer oaths to witnesses, jurors and bailiff.
- Maintain court calendar.
- Answer inquiries by mail, telephone or in person relating to court procedures, disposition of cases, court calendar or other related matters as assigned.
- Examine documents received for conformance, adequacy and form before filing and/or processing.
- Maintain legal files including records on disposition of cases.
- Receive and receipt monies for fines, forfeitures, installment payments, bail, fees and other monies.
- Issue, generate, and recall bench warrants upon order of the Court.
- Perform related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits

- **Court Services Clerk I - Salary:** \$2,121.22 - \$2,578.35 monthly.
- **Court Services Clerk II – Salary:** \$2,343.15 - \$2,848.14 monthly.

Travel expenses to appear for an interview will not be reimbursed.

Application and Selection Procedure

Candidates must complete and submit a Court application form. A resume and cover letter will be accepted in addition to, but not as a substitute for, the completed application form. Incomplete applications will not be processed. It is not acceptable to complete the application with statements like, **“See/refer to resume”** or **“See attached.”** A qualifications appraisal committee will review applications and only the best-qualified candidates will be invited for an oral and/or written examination; a writing sample may be requested. Meeting the announced requirements does not guarantee inclusion into the selection process.

The Superior Court of California, County of Trinity is an **Equal Opportunity Employer**. Arrangements may be made to accommodate applicants with disabilities by informing the Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:

**Trinity County Superior Court
Human Resources Division
P.O. Box 1258
Weaverville, CA 96093**

Phone for an application at (530) 623-1369, pick up an application at the above-noted address, or visit our Web site at www.trinity.courts.ca.gov.

Applications will be accepted until 5:00 p.m. **Friday, April 25, 2008. Faxes, postmarks, and e-mails will not be accepted.**

About Trinity County

The Superior Court of California, County of Trinity, is located in the northernmost part of the state and encompasses approximately 3,200 square miles of rugged terrain steeped in the rich history of the California gold rush. The County takes its name from the Trinity River. The Trinity Alps primitive wilderness area is situated in the northern portion of the county.

The population of the County is approximately 13,000.

The Superior Court of California, County of Trinity, is served by two (2) judges, one (1) court executive officer, one (1) family court mediator, and thirteen (13) employees.

EQUAL OPPORTUNITY EMPLOYER

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Human Resources Division
P.O. Box 1258
Weaverville, CA 96093

SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF TRINITY

INVITES APPLICATIONS FOR



Court Services Clerk I/II Extra Help – 40 hrs per Week

Clerk I - \$2,121.22 - \$2,578.35

Clerk II - \$2,343.15 - \$2,848.14

Final Filing Date: April 25, 2008